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Assistant Director for Operations

11 October 1950

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Chief, [REDACTED]

Possible Assistance to Administrative Staffs of Office of Operations

RKF : Memorandum to Chief, Administrative Staff from Management Officer dated 5 October 1950, subject as above, and Official Routing Slip to Chief, [REDACTED] from ADO dated 6 October 1950 attached thereto.

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Comments concerning reference above are furnished herewith:

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a. Re per la. Utilization of Form 36-204 by [REDACTED] is feasible. Its use would save a moderate amount of time and clerical effort. However, it is recommended that the form be amended to provide for all special expendable supplies used by [REDACTED] such as teletype paper, teletype tape, [REDACTED] etc.

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b. Re per lc. This office concurs in the statement contained in this paragraph that Form 36-114, Request for Domestic and Foreign Shipment, appears to be superfluous. It is believed that Services Division could effect shipments from the delivery address indicated on requisition forms (36-7). The saving in clerical time and effort would be considerable.

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JRC:eph

[REDACTED]

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No Change in Class.	<input type="checkbox"/>
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